



UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
Rockville, Md. 20852

January 9, 1984

MEMORANDUM FOR: Members and Staff SEB/CSRS, and
NEXRAD Project Staff

FROM: William P. Bishop
Chairman, SEB/CSRS

Anthony F. Durham
Director, NEXRAD JSPO

SUBJECT: Safeguarding Confidential Information

W.P. Bishop
Anthony F. Durham

Since our two offices are now sharing space, we felt that a reminder about the need to ensure confidentiality concerning our respective operations would be in order.

Maintenance of absolute confidentiality is crucial to the successful completion of the evaluation and selection process for any procurement. Any leaks concerning the evaluation process, much less of confidential information, could destroy the integrity of the entire effort. To minimize the possibility of this happening, we urge that each of you observe the following simple procedures:

- 1) Do not leave sensitive information unattended, even for a very brief time;
- 2) When discussing sensitive information, make sure that no unauthorized personnel can overhear your conversation;
- 3) If, despite the above precautions, you see or overhear information which you should not have had access to, do not repeat it to anyone. Further, if possible, you should notify the source so that the same mistake will not happen again.

